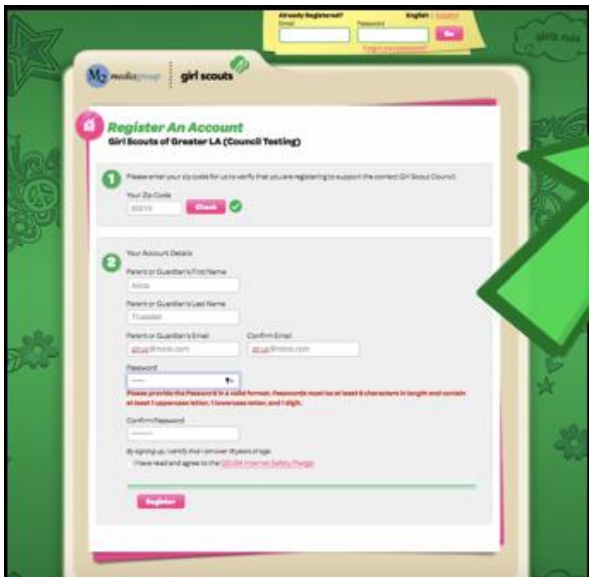


## 2023 Family Quick Tips for M2OS

### Setting Up!

The options that follow will be available to families and Girl Scouts starting on September 23.

1. **Register:** You can register for the Fall Program-Online Sales using any of the options below.
  - a. Click the ocelot picture under Nuts, Candy and Magazines on our website at [gssofsi.org](http://gssofsi.org)
  - b. Your troop may also send you an email with a link and invitation to access the site.
  - c. Go to [www.gsnutsandmags.com/gsofsi](http://www.gsnutsandmags.com/gsofsi)
2. **Create an Account**
  - a. Verify your zip code when prompted to access the Girl Scouts of Southern Illinois council site.



- b. You will be prompted to provide additional information to finish registering your account.
- c. The password you choose is required to be at least 6 characters in length and contain at least 1 uppercase letter, 1 lowercase letter, and 1 numeric digit.

### 3. Profile

- a. Your Girl Scout's Personalized Storefront is only accessible to friends and family who you send her personalized link to.
- b. Set up your Girl Scout's profile, this is the information that will be used to create her Personalized Storefront where friends and family can shop online for nuts, candy, and magazines.
- c. Make sure to fill out all the information so customers know who they are supporting and why she is participating

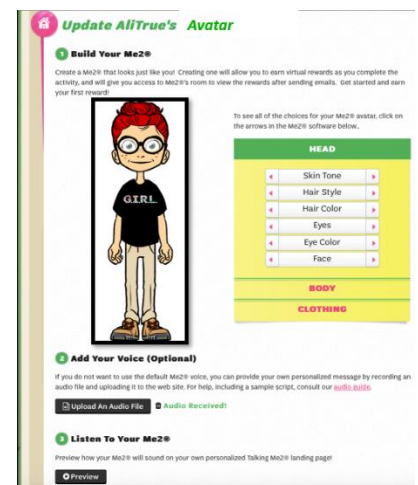
in the Fall Program.

### 4. Create Me2

- a. It's time for your Girl Scout to create her Me2 avatar!
- b. You can update the Me2 at any time.
- c. Your Girl Scout can add a voice recording of herself talking about why she's selling nuts/candy and magazines and what her goals are. Friends and family visiting her Personalized Storefront will be able to watch her avatar speak the message she recorded.

### 5. Personalize

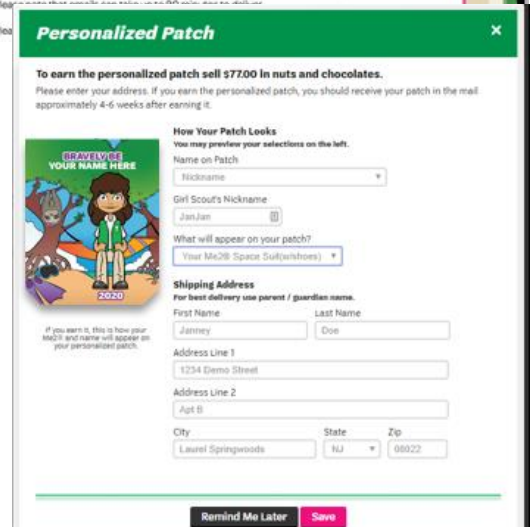
- a. Upload a photo and/or video of your Girl Scout sharing her goals and explaining how she will use the funds from the program.
- b. Pro Tip: Girls who upload photos and/or videos to their storefront sell more product.



- c. Promote: Share your storefront with family and friends.
- d. Send 18 emails to earn the 2023 patch and become eligible for the Crossover Patch for the 2023-24 Cookie Season.
- e. You can import contacts from the email provider you use, or you can enter them individually.
- f. You can also promote your campaign on your personal page on Facebook. (No Facebook marketplace or buy/sell/trade groups)
- g. Note: you must enter at least one email to proceed to the next step.

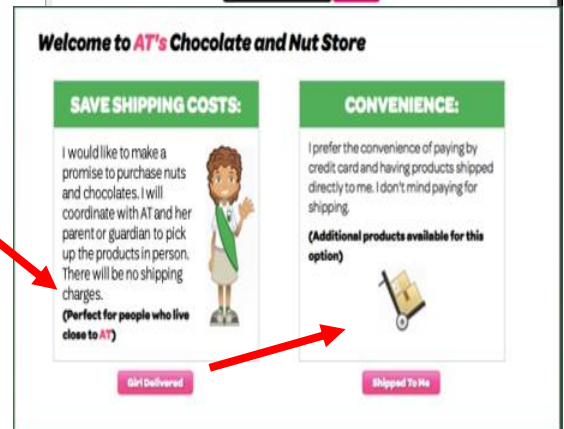
## 6. Launch!

- a. Enter your Girl Scout's personal preferences and shipping information for her personalized patch.
- b. To earn the Fall Personalized Patch a Girl Scout must:
  - i. Create a Me2 avatar.
  - ii. Send 18+ emails.
  - iii. Sell \$350+ in total sales.
  - iv. Use the Share function on the M2 site.



## During the Sale

1. There are 3 primary ways a sale is made.
  - a. Customer places an order in person on a paper order card.
  - b. Customer receives the personalized link from the Girl Scout. Customer selects **Girl Delivery**. Please an order for nuts/candy and pays online. You will need to connect with these customers to arrange delivery.
  - c. Customer receives the personalized link from the Girl Scout. Customer selects **Shipped to Me** and places an order for nuts/candy/magazines online that will be shipped directly to them.
2. Take note of the unique code that appears as you are setting up the account, and later near the top of the girl dashboard.



- a. Customers can use this code to make sure that their purchases are credited to the correct Girl Scout.
- b. If a customer says they need a special code to enter the girls online store this is the code you should send them, or encourage the customer to exit out and click the email link again as they were likely timed out of the system.

3. After sending out emails and promoting your sale on social media, you can keep track of the orders placed by clicking the **(Girl Name) Emails. (View and Send)**
4. Girl Scouts can edit their Me2, look at fun virtual rewards earned during the sale in their avatar's room and view the physical rewards earned from their sales up to that point, and view/edit their Personalized Patch under the **Fun Stuff** bar.
5. Be sure to hit the **Update** button after making changes. If you click the **Return to Dashboard** button before clicking **Update**, your recent changes will not be saved.
6. There are many other fun ways Girl Scouts can promote their sale available on the Girl Dashboard.
  - a. Girls can print personalized sales fliers for customers.
  - b. Girls can create a video and upload it to their personalized storefront.
  - c. Girls can print business cards that include a link and their Personalized Storefront code.
7. If you have multiple girls participating in the Fall Program, use the Your Girl Scout button to switch between them.



## After the Sale

1. **The last day to take in person orders on the order card is October 16<sup>th</sup>.** If your Girl Scout is taking orders in-person on paper you will enter them on the **Manage Paper Orders** page- **No later than 11:59 PM on October 16<sup>th</sup>.** Only orders taken in person should be entered, online sales will be added to your Girl Scout's account automatically.
  - a. Enter the totals from the bottom of the girl order card each nut/candy item.
  - b. **The deadline to enter orders is October 16<sup>th</sup> 11:59 PM.**
  - c. If you turned this form into the troop leader they can enter the orders in October 18<sup>th</sup>-20<sup>th</sup>.
  - d. Click update to save this information, you can come back to update it any time before the family order deadline.
2. **Finances**
  - a. Money should be collected from the customer at the time they order for in-person sales.
  - b. Money is collected online for customers who order online using either the shipment or girl delivery options.
  - c. Payments should be turned into the troop leader to deposit into the troop account no later than October 16<sup>th</sup>.
3. **Deliveries**
  - a. On the dashboard, click on the girl's **Sales Reports**.
  - b. Use the different tabs to view the girl's sales including: All Sales, Magazine Sales, Nut Order Card totals, and Online Nuts Girl Delivered.



- c. If the girl has order card sales, she will still need to use the order card to make those deliveries.
- d. For any online orders for girl delivery, click on the **Online Nuts Girl Delivered** tab.

- e. You will see the customer, customer email, and the orders, a report can be printed with all the information when you scroll down.
- f. Products will be delivered to your Service Unit between November 6-8<sup>th</sup>, your troop leader will let you know when to pick up your order.

**4. Rewards**

- a. Select Reward Choices if our Girl Scout reaches a reward level with a choice, you can make that selection by clicking into the **Physical Rewards** icon in the **Fun Stuff** section.
- b. Online sales continue through October 22nd.
- c. If there is a choice option at a reward level and no choice is made the reward level defaults to the first option. Selections are due by 11:59pm on October 10/24.



Girl Scouts of Southern IL-Customer Care

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- 800.345.6858